

Job Title:	Manager of Transit Finance and Budget
Job Description Number:	2711
Department/Division:	Public Transportation/Administration
Exemption Status:	Exempt
Pay Grade:	109
Immediate Supervisor:	Director of Public Transportation
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Administer the financial aspect of all transit projects and programs that include federal, state, local, and private funding and are implemented in a manner conducive to the regulations of the specific funding programs and/or contractual agreements. Oversee the financial management of the daily activities of the transit operation by coordination and creation of the Greenlink budget. Submit timely grant applications to federal, state, and regional grantors; administer all grant programs including private partnerships in accordance with federal and state regulations; research and develop projects that maximize the funding opportunities for transit and its partners through leveraging federal and state funds to the greatest extent possible. Manage the grant award and allocation of federal funds (FTA) and state (STMF) from the application phase through procurement, file management, implementation and completion/close-out. Ensure through the Transit Development Planner compliance and implementation issues on all grants and programs. Will assure the cross-training of the Transit Development Planner in TEAM/TRAMS and oversee the codification of invoices for payment and assignment of grant codes. Oversee through the Planning & Grants Assistant the draw of federal funds and state funds. Responsible for management and oversight of the sub recipient agreements and their administration and assigning responsibilities to various staff. Develops, in coordination with the Director of Public Transportation, the annual budget and is responsible for monitoring throughout the fiscal year while enabling various transactions including transfers and contingencies. Submits monthly financial and quarterly financial reports to GTA Committees and the GTA Board. Acts as a liaison with Operations Division of Transit, Greenlink Maintenance and the City OMB Department in all financial and grant matters. Reviews all invoices received for extensions, calculations, and proper account numbers entered in the appropriate computer system (Accufund & HTE); creates monthly financial statements for the GTA Board Finance Committee as well as the full Board. Responsible for all accounts payable and accounts receivable billings as well as keeping track of in-kind work force entries and accounting for encumbrances. Sets up accounts in the financial management software as well as the annual budget. Creates and circulates purchase orders when needed. Responsible for creating and overseeing the annual audit schedule, including complying with audit needs. Assists the Director and the Transit Development Planner in organizational financial forecasts and creation of goals and objectives, provides the funding element to the Long Range Plan and the Capital Plan. Works with the Transit Planner on all matters of federal and state grants and the development of the transit program.

Essential Functions:

Grants Management and Reporting (35%): Oversee the procurement function when securing federal and state funds. Manage grant files consistent with the federal triennial review and regulations. Oversee the submission of the DBE and Title VI plan and goals. Develop quarterly milestone reports and

financial status reports within the federal TEAM system. Ensure through staff that all federal regulations are upheld and delivered in a timely manner. Coordinate with Greenlink staff to determine the annual capital needs and create grant applications in TEAM. Submit grants to the GTA Board for approval; coordinate with Greenlink staff to determine the annual capital needs and create grant applications in TEAM. Submit grants to the GTA Board for approval; incorporate line items into the budget, policy level. Work with FTA to determine annual apportionment to the direct recipient of funds; create a budget from the available grants and process line items for reimbursement as needed on a timely basis. Obligate and execute all grants in a timely manner.

Budget Creation and Monitoring (20%): Determine the sources of funding for each fiscal period. Assign the funding sources to eligible expenses. Work with managers of respective divisions to determine costs. Create and submit the annual budget to the GTA Board as well as the City OMB department. Monitor the budget on a weekly and monthly basis. Conduct budget projections to determine the ratio of costs to income. Submit reports to the department head regarding the status of quarterly spending.

Prepares Monthly Financial Statements (20%): Works with Planning & Grants Assistant as well as the Manager of Transit Administration to prepare monthly financial statements for the GTA Board to be presented at the monthly Finance Committee. Using information provided from the Planning & Grants Assistant that identifies federal and state revenue among the monthly expenditures, uses the revenue information in the monthly preparation of the financial statements. Presents the monthly financial statements to the Finance Committee and addresses any concerns among the members of the Committee.

Encumbrance and Accounts Payable Reconciliation (10%): Reviews encumbrance reports and notifies Director of Public Transportation of outstanding encumbrances at year end. Assists the Director in determining the validity of encumbrances. Prepares a detailed Accounts Payable reconciliation on a monthly basis.

Accounts Payable/Accounts Receivable Billing (10%): Creates monthly and/or quarterly billings for both Accounts Payable as well as Accounts Receivable.

Manages Financial Management Software (5%): Oversees the GTA Board's Financial Management software including updating account codes/numbers and running reports per the request of the Director of Public Transportation and/or the City Comptroller as necessary.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

Physical Demands: Continuously requires sitting, vision, and hearing. Frequently requires walking and talking. Occasionally requires standing and reaching. Rarely requires fine dexterity, handling, climbing, crouching, twisting, foot controls, kneeling, lifting, and carrying.

Machines, Tools, Equipment, and Work Aids: None

Computer Equipment and Software: Desktop computer, copier, fax, laptop computer, projector, printer

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: None

Health and Safety: None

Primary Work Location: Office Environment

Protective Equipment Required: None

Non-Physical Demands

Frequently requires tedious or exacting work and working closely with others as part of a team. Occasionally requires time pressures, frequent change of tasks, and performing multiple tasks simultaneously. Rarely requires emergency situations and irregular schedule/overtime.

Job Requirements

Formal Education: Bachelor's degree or equivalent in Business Administration, Finance, Accounting, Management or a related field is required.

Experience: Over two years of experience in business or accounting is required or management of an equivalent program. Transit or government experience is preferred.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: None.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a high impact on the organization. External contacts include GPATS, FTA, and SCDOT and the City of Greenville OMB Department. Internal contacts include Transit Operations and Greenlink Maintenance.

Management and Supervision: Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Complex scope of supervision. This position is responsible for supervising the positions of), the Planning and Grants Assistant (PT) and financial interns.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Advanced application: Work affects accuracy of multiple projects.

Fiscal Responsibility: Position develops the budget for a division and/or multiple programs and projects. Has responsibility for recommending requests to the Department head. Recommends to department head execution of procurement documents, journal entries, and budget transfers.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.